
**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE
December 14, 2006**

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Toni Young, Chair, Port Hueneme. There was a quorum.

Members Present

Aldinger, Jim	City of Manhattan Beach
Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Clark, Margaret	City of Rosemead
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Nowatka, Paul	City of Torrance
Ovitt, Gary	County of San Bernardino
Parks, Bernard	City of Los Angeles
Roberts, Ron	City of Temecula
Wapner, Alan	City of Ontario
Young, Toni (Chair)	City of Port Hueneme

Members Not Present

Becerra, Glenn	City of Simi Valley
Bowlen, Paul	City of Cerritos
Dixon, Richard	City of Lake Forest
Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Pettis, Greg	City of Cathedral City
Washburn, Dennis (Vice Chair)	City of Calabasas

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1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Toni Young, Chair, Port Hueneme, called the meeting to order at 9:05 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

Item 4.1.3 was pulled for discussion.

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of November 2, 2006

4.1.2 Contracts Over \$250,000

4.1.3 Contract Amendments Over \$75,000

Lantz asked for clarification of the System Metrics contract totals.

4.1.4 The 2007 National Alternative Fuels and Vehicles Conference and Expo

4.2 Receive and File

4.2.1 Purchase Orders/Contracts \$5,000 to \$250,000 and MOUs Between \$5,000 to \$250,000

4.2.2 2007 Meeting Calendar for the Administration & Policy Committees and the Regional Council

Motion was made (Aldinger) to approve the Consent Calendar. Motion was seconded (Loveridge) and unanimously approved.

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5.0 ACTION ITEMS

5.1 Final Version of Delegation Agreement re: RHNA

Joanne Africa, reported that the Delegation Agreement was revised to clarify the language including funding provisions to subregions accepting delegation and indemnification. She also asked the Committee to authorize the Executive Director to sign the agreement on the behalf of SCAG and to approve the deadline of January 31, 2007.

Motion was made (Edney) to approve Final Version of the Delegation Agreement.
Motion was seconded (Ovitt) and unanimously approved. Clark abstained.

5.2 RHNA Budget Report

Wayne Moore, CFO, requested permission to use an additional \$200,000 in general funds to continue funding for the Regional Housing Needs Allocation (RHNA) project. It is believed that the funds will extend through March and complete a majority of the RHNA process, after which time, the final budget for RHNA will be reviewed in light of the resources needed to address subsequent appeals process.

Motion was made (Edney) to approve the funds needed to continue the RHNA, Motion was seconded (Roberts) and unanimously approved.

5.3 Extension of Contracts for State & Federal Lobbyist Until June 30, 2007

Don Rhodes, SCAG, explained that SCAG currently has contracts for representation at the state and federal level that are for multiple years and renewed each year. The firms have agreed to extend the contracts to the beginning of the fiscal year.

Motion was made (Baldwin) to approve the extension. Motion was seconded (Edney) and unanimously approved.

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5.4 Personnel Committee

5.4.1 Merit Pay Program – Extend Pilot Status through July 2007

Debbie Dillon, SCAG Staff, provided the Committee with a brief summary of the Merit Pay Program. Since the program began there has been a noticeable improvement in the written content of evaluations, employee performance, and overall organizational performance. The goal during the remainder of the pilot status is to refine the rating criteria and integrate continuous improvement and activities.

Motion was made (Baldwin) to approve the extension. Motion was seconded (Edney) and unanimously approved.

6.0 **INFORMATION ITEMS**

6.1 Audit Committee Report

None

6.2 CFO Monthly Financial Reports for July 2006

Wayne Moore, CFO, reported:

- The completion of the Comprehensive Annual Financial Report. A draft was presented to the Audit Committee in November and the final report should be ready for distribution by mid December 2006. The report will be presented to the Regional Council in January 2007.
- Receipt of actuarial reports on post retirement health care benefits that must be addressed in FY 08/09. The staff is doing an early analysis of the reports and will provide the Audit Committee with ongoing status of staff work.
- Budgets and Grants staff is working on the FY 07/08 Budget and reviewing proposed new initiatives from internal staff and subregions to assess the availability of funds for next year. A draft budget will be presented to the Regional Council in February 2007.
- Completion of all the Continuing Cooperative Agreements with the subregions.
- That the hiring of a Contract Manager was in process.
- Total expenditures are approximately 10% of the budget – well within the operating budget and general fund budget.

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7.0 FUTURE AGENDA ITEMS

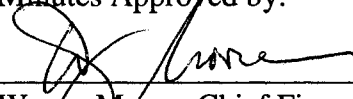
8.0 ANNOUNCEMENTS

9.0 ADJOURNMENT

Hon. Toni Young, Chair, adjourned the meeting at 9:40 a.m.

The next meeting will be held at the Downtown Los Angeles SCAG offices on Thursday, January 4, 2007.

Minutes Approved by:



Wayne Moore, Chief Financial Officer
Staff to the Administration Committee